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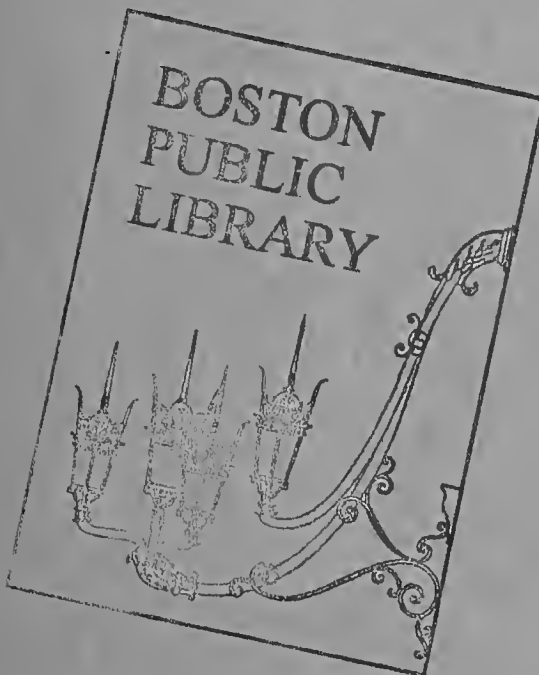
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# PROGRAM MANUAL

FISCAL YEAR

1984



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The Boston Private Industry Council  
City of Boston Neighborhood Development and Employment Agency

Dear Reader,

Throughout its history Boston has been known as a city of extraordinarily independent and hardworking individuals. Today that reputation continues as our residents aggressively compete for jobs in our local economy - a rapidly growing economy in which the demand for skilled workers continues to grow as well.

Recognizing the tremendous potential of these individuals, the Boston Private Industry Council (PIC) and the Boston Neighborhood Development and Employment Agency (NDEA) offer a wide range of programs and services to meet the job training and employment needs of Boston adult and youth residents. Programs providing basic education, skill training and work experience as well as career preparation and job placement services prepare people to successfully compete in the job market. These and other PIC/NDEA-sponsored services have enabled thousands of Boston residents to become self-sustaining, productive contributors to our city.

This manual has been compiled for the purposes of informing the general public, and specifically future clients, of the job training and employment assistance opportunities available to low-income residents this year. For further details of specific programs, you may contact the job training sites directly; for general information, call the NDEA at 720-4300.

Thank you very much for your interest in our efforts to help the people of Boston take advantage of these new and important career opportunities.

PROGRAM MANUAL  
FISCAL YEAR 1984

The Boston Private Industry Council  
City of Boston Neighborhood Development and Employment Agency



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## Introduction

The Boston Private Industry Council (PIC) and the City of Boston's Neighborhood Development and Employment Agency (NDEA) offer employment and training services designed to aid Boston residents obtain private sector jobs. Funded by the U.S. Department of Labor through the Job Training Partnership Act\* with support from the private sector, these programs and services respond to the wide variety of job training and employment needs of economically disadvantaged Boston residents.

## Client Eligibility and Recruitment

PIC/NDEA serve individuals who are low-income (in 1982 the annual income limit for a family of four was \$11,480) or receives public assistance, and often face a wide range of employment barriers that prevent them from being successful in the labor force. In addition to educational and social barriers to employment, many clients have poor work histories and demonstrate a low awareness level of employers' expectations and employees' responsibilities. PIC/NDEA job training services are designed to help clients overcome these barriers and enable them to successfully participate in the labor force.

Each program within the system is responsible for the recruitment of participants for that program. Youth programs recruit applicants who are between the ages of 16 and 21 and in need of educational services. Adult programs recruit applicants who are 18 and older and who are interested in and in need of literacy or skill training in order to improve their employability. The job placement services recruit applicants who are job ready and motivated to work. Applicants who enter at any one point in the system receive information on the full range of services.

## Adult Enrollment

The steps that clients follow from intake to enrollment in the programs are noted below:

### Step #1: Pre-screening/Intake

In general, individual programs pre-screen recruits to determine their interest and employment and training needs, ability to meet the entrance requirements of the program, ability to sustain themselves financially during the program and their support service needs. Adult candidates are also screened to determine whether they are job ready or in need of further education or training.

Following intake a client can be referred to one of the following services:

- Individuals who have a high school diploma or GED and a consistent work history or marketable skill and who can provide good work references are considered job ready and are referred to the job placement services.

\*Note: The Adult Literacy Initiative is funded through Community Development Block Grant monies from the U.S. Department of Housing and Urban Development.



- Individuals in need of vocational training to improve their employment potential are referred to an appropriate skill training program. Such individuals are characterized as lacking a high school diploma, possessing no work or sketchy work history or a consistent work history but no opportunity for upward mobility, possessing no identifiable skills, lacking basic skills or unable to speak or comprehend English.
- Individuals whose lack of basic competencies, English language skills or high school certification impede their labor force entry and mobility are referred to one of the fourteen neighborhood based adult literacy programs.
- Job ready individuals who require assistance in interviewing, articulating a job objective, preparing an employment application or assessing their own skills are referred to an appropriate Interview Preparation Skills Series (IPSS) or Career Development Workshops. These workshops, ranging in length from one-half to one full day, prepare clients for job interviews and assist in planning career goals.

#### Step #2: Assessment

Individuals who are in need of skill training and appear to meet the entrance criteria of a particular adult training program are referred to the centralized Assessment Center at NDEA for further evaluation and, if appropriate, referred to a training program.

The assessment service includes a counseling workshop to determine training goals, aptitude and educational testing and evaluation.

Assessment Staff provides a referral service to other programs for those individuals for whom there is no suitable NDEA/PIC-sponsored service or for individuals who are in need of support services.

#### Youth Enrollment

Given the homogeneous nature of the services of the youth programs and their neighborhood focus, applicants are screened on site at the program location and enrolled. The services of the Boston Job Exchange, Interview Preparation Skills Series and Assessment Department are available to youth program participants during or after their participation in the program.



## ADULT PROGRAMS



ALLIED HEALTH TRAINING

Action for Boston Community Development  
178 Tremont Street, Boston, MA 02111  
357-6000

VOCATIONAL INTERNSHIP

Cycle Dates: IRS: 11/28/83-3/5/84  
EKG: 2/3/84-5/11/85

ABCD's Vocational Internship program will offer classroom training and work internships. Word processing instruction will be provided in conjunction with the Internal Revenue Service and electrocardiogram (EKG) technology will be offered in cooperation with Roxbury Community College.

Dimock Community Health Center  
55 Dimock Street, Boston, MA 02119  
442-9662

CENTRAL SUPPLY/OPERATING ROOM TECH

Cycle Dates: 11/7/83-2/17/84  
2/17/84-6/30/84

The Dimock Community Health Center Allied Health program combines training for central supply technicians and operating room technicians. The curriculum includes academic and skills training and clinical experience.

NURSING ASSISTANT

Cycle Dates: 11/14/83-2/28/84  
3/8/84-6/21/84

The Nursing Assistants Training program will be divided into three phases: academic, skills training and clinical experience. Math and English will be taught in addition to nursing theory and nursing skills. Clients will achieve competency in patient care, as well as pre- and post-operative and post-mortem care.

El Centro del Cardenal  
1375 Washington Street, Boston, MA 02118  
542-9292

HEALTH ASSISTANT

Cycle Dates: 11/7/83-2/24/84  
2/21/84-6/12/84

This Bilingual Education and Training for Health Service Personnel program will provide vocational education and skill training in health careers to Hispanic residents who have mastered English and wish to seek an education in the health field. The training includes: Community Health Assistant, Home Health Assistant and Nursing Assistant. The curriculum consists of communication skills, medical terminology, computation, anatomy and physiology, and the fundamentals of nursing.





BUSINESS/CLERICAL TRAINING

Action for Boston Community Development  
178 Tremont Street, Boston, MA 02111  
357-6000

MULTI-LINGUAL ACCOUNTING

Cycle Dates: 11/28/83-5/4/84

A.B.C.D. will operate a Multi-Lingual Accounting program, providing instruction in accounting, office skills, filing, typing, business machine operations, business math and English. State Street Bank has agreed to finance 50 percent of the program cost and to hire graduates.

BUSINESS CLUSTER

Cycle Dates: 10/13/83-1/30/84  
1/1/84-5/1/84

ABCD's Business Cluster program is a skills training program targeted toward job placement in the high growth clerical, accounting and data entry fields. Expanding upon the Multi-Lingual Accounting program, this program will provide more general skills training in areas such as academic skills (language and math), business training (typing, filing, calculator operations) and bookkeeping.

Chinese Consolidated Benevolent Association  
31 Beach Street, Boston, MA 02111  
542-2603

SECRETARY/CLERICAL

Cycle Dates: 10/24/83-6/29/84

The Chinese Consolidated Benevolent Association's Vocational English Education program will provide English as a Second Language as part of its Office Skills Training program. Targeted participants will be Asian and Chinese clients. The curriculum will include bookkeeping, typing and other procedures to prepare participants for employment in accounting or clerical work.

Economic Development and Industrial Corporation/Boston Technical Center  
660 Summer Street, Boston, MA 02109  
482-7787

OFFICE SUPPORT/MEDICAL SECRETARY

Cycle Dates: 11/7/83-6/25/84

EDIC/BTC's Clerical Training program will prepare participants in different clerical occupations, focusing on medical secretary training. Three stages of the training include basic technical skills (English, typing), specialized training (transcription, medical terminology, word processing) and medical secretary training, including a paid internship.



Oficina Hispana  
125 Amory Street, Boston, MA 02119  
522-8917

BILINGUAL OFFICE WORKER

Cycle Dates: 11/21/83-1/13/84-  
3/30/84 (Three entry dates/open exit)

The Bilingual Office Worker program is designed to prepare Hispanic adults for entry-level positions in public and private business offices where a knowledge of both English and Spanish, typing, filing and general office procedures are required.

The program will provide participants with intensive instruction in English as a Second Language, basic skills and business skills (e.g. typing, production typing, and filing). In addition, special emphasis will be given to the acculturation of Hispanic individuals entering into a principally English dominated environment.

Opportunities Industrialization Center, Inc.  
184 Dudley Street, Boston, MA 02119  
442-2424

COMPUTER Cycle Dates: Data Entry: 10/3/83-4/16/84; 1/16/84-6/30/84

Word Process: 10/17/83-1/6/84; 10/31/83-4/6/84; 1/16/84-6/30/84

Computer Science: 10/17/83-2/17/84; 3/5/84-6/30/84

OIC, in cooperation with the IBM Corporation, will sponsor a combined classroom training and hands-on laboratory in computer science, word processing and data entry.



## CAREER PREPARATION

Neighborhood Development and Employment Agency  
15 Beacon Street, Boston, MA 02108  
720-4300

### INTERVIEW PREPARATION SKILLS SERIES

Cycle: Ongoing

The NDEA's Interview Preparation Skills Series prepares participants in all aspects of conducting an effective and successful job interview. The workshop series involves six topic areas; participants may choose those which meet their individual needs. The topics include: projecting appropriate interview attitudes; handling difficult questions; naming and substantiating work related skills and personal qualities; choosing a realistic employment goal; filling out job applications, and general interviewing.

### CAREER DISCOVERY

Cycle: Ongoing

The Career Discovery program is designed to assist participants in examining their interests, skills and experience in order to develop an idea of the kind of career they would like to pursue. After a participant has developed a job objective, a second workshop focuses on testing the objective - to find out if it is realistic. Individuals who successfully complete the workshops will have a solid idea of the kind of job to look for and the steps involved in securing it.



CONSTRUCTION TRADE SKILLS BANK

Neighborhood Development and Employment Agency  
15 Beacon Street, Boston, MA 02108  
720-4300

CONSTRUCTION TRADE SKILLS BANK RECRUITMENT

Cycle: Ongoing

In support of the City of Boston Executive Order which requires that 50% of the construction jobs on city-assisted projects go to Boston residents, the Neighborhood Development and Employment Agency is undertaking a drive to register Boston residents who are skilled in the construction trades. Developers and contractors who are having difficulty finding qualified Boston residents can turn to the Skills Bank for skilled workers.

The Skills Bank is a registry of skilled workers, with a possibility of being referred to a job. People who register with the Skills Bank are not signing up for jobs. They are registering that they are Boston residents skilled in a construction trade and able to work on a construction job.

Skilled construction workers obtain applications from the NDEA. The staff will verify Boston residency and references and interview qualified applicants. Registration forms will be entered into the Skills Bank and when a contractor forwards a job order to NDEA, appropriate registrants will be referred to the job.





DIRECT PLACEMENT

Neighborhood Development and Employment Agency/Boston Private Industry Council  
15 Beacon Street, Boston, MA 02108  
720-4300

Copley Place Employment Office  
100 Clarendon Street, Boston, MA 02116  
353-1735

BOSTON JOB EXCHANGE

Cycle Dates: Open Entry/Open Exit

The Boston Job Exchange is a direct job placement service that matches unemployed, job-ready Boston residents with openings in private companies. The Job Exchange recruits, screens and refers appropriate candidates to available private sector jobs.

Job Exchange clients are placed in a wide variety of jobs. The entry-level positions include secretaries, hospital aides, restaurant workers, assemblers and technicians. Through the Job Exchange over 700 Boston residents have been hired by local firms paying an average wage of \$4.75 an hour.

Mass Halfway House/Boston Employment Resource Center  
290 Boylston Street, Boston, MA 02116  
262-4874

JOB PLACEMENT

Cycle Dates: Open Entry/Open Exit

The BERC will provide job development and placement services to ex-offenders, including pre-employment training, employment search counseling, financial support, referrals to vocational training, tutoring and post-placement follow-up.



ELECTRONICS TRAINING

Opportunities Industrialization Centers, Inc.  
184 Dudley Street, Boston, MA 02119  
442-2424

ELECTRO-MECHANICAL TECHNICIAN/FIELD REPRESENTATIVE Cycle Dates: 2/10/84-6/15/84

This OIC program is designed to prepare trainees for jobs as field service representatives, machine repair technicians, and electro-mechanical technicians. The course, which will be taught by a qualified Xerox instructor, will provide instruction in technical reading, shop mathematics, and electro-mechanical theory. Trainees also receive two hours per day of hands-on shop practice working on Xerox 660's.

Roxbury Community College  
625 Huntington Avenue, Boston, MA 02116  
734-1960

ELECTRONIC TECHNICIAN Cycle Dates: 11/15/83-6/30/84

Roxbury Community College's Electronic Technology program will provide electronic skills training, lab work, work experience, and English/job readiness skills.

Women's Technical Institute  
1255 Boylston Street, Boston, MA 02215  
266-2243

ELECTRONIC TECHNICIAN Cycle Dates: 10/31/83-12/19/83; 12/19/83-6/15/84

The Women in Electronics program will train females for positions as electronic technicians and field service representatives. The curriculum will provide mathematics, electronics theory, and hand-on applications.



## INDUSTRIAL/TRADES TRAINING

Action for Boston Community Development  
178 Tremont Street, Boston, MA 02111  
357-6000

### FOOD SERVICES

Cycle Dates: 11/14/83-2/20/84; 3/19/84-6/25/84

ABCD's Food Services program will provide training in the kitchens of the Parker House Hotel. Training will be provided by a master chef and an assistant who will offer remediation and counseling while coordinating job placement efforts.

Adams and Abbott, Inc.  
46 Summer Street, Boston, MA 02110  
542-1257

### PHOTOTYPESETTING

Cycle Dates: 11/21/83-5/4/84

Adams & Abbott, Inc.'s Phototypesetters Training program, designed in co-operation with several local printing companies, will include pre-vocational and occupational skills instruction. Participants will learn typing, math and English, as well as stat camera and automatic phototype-setting machine operation, proofreading and paste-up.

Economic Development and Industrial Corporation/Boston Technical Center  
660 Summer Street, Boston, MA 02109  
482-7787

### CABLE TV INSTALLERS

Cycle Dates: 10/10/83-12/19/83; 11/6/84-3/26/85

The BTC's program will train cable linespeople, splicers and installers. The course includes seven weeks at the BTC where the participants receive hands-on training in a simulated work environment, and a three-week paid internship.

### MARINE TRADES

Cycle Dates: 10/17/83-4/2/84; 1/16/84-6/30/84

The BTC, in partnership with the Boston Shipyard Corporation of East Boston, will offer training in the following trades: marine electrician; marine welding; outside machinist; shipfitting, and pipefitting.

### WELDING

Cycle Dates: 10/17/83-4/16/84

The BTC's Combination Welding program will provide classroom and laboratory training, a paid internship and job placement assistance.



Opportunities Industrialization Center, Inc.  
184 Dudley Street, Boston, MA 02119  
442-2424

AUTO BODY REPAIR

Cycle Dates: 10/3/83-2/6/84; 2/27/84-7/2/84

The OIC Auto Body Repair program, co-sponsored by Allstate Corporation and OIC's Technical Advisory Council, will offer instruction in damage estimation, disassembly, reshaping damaged parts, metal finishing, finishing and re-assembly.





### ADULT LITERACY

The NDEA has recently launched the Adult Literacy Initiative, a program designed to combat the growing problem of functional illiteracy affecting nearly one-third of Boston's adult population. The following is a description of the fourteen NDEA-funded programs.

#### A.B.C.D./Roxbury APAC

178 Tremont Street, Boston, MA 02111

357-6000

Start Date: 10/1/83

The A.B.C.D./Roxbury APAC Basic Skills and Competency Program will provide self-paced, competency-based instruction in cognitive, occupational and life skills. The program will prepare participants for entry into a job, a skills training program or the Adult Diploma Program. Student services will be offered through a citywide adult learning center and a community center located in the Roxbury APAC.

#### East Boston Harborside Community School

312 Border Street, East Boston, MA 02128

567-6800

Start Date: 11/9/83

The East Boston Adult Literacy Project is a competency-based adult education program that will provide learning opportunities for adults in basic academic skills, job preparation, obtaining an educational credential, and English language proficiency. A number of learning options will be available, including individual instruction, job counseling, home/field study and computer assisted learning.

#### El Centro del Cardenal

1375 Washington Street, Boston, MA 02118

542-9292

Start Date: 10/1/83

El Centro del Cardenal will offer a competency-based ESL program targeted for Hispanic residents of the South End/Upper Roxbury area with a specific focus on the Cathedral Housing Development. The objective of this Hispanic Adult Basic Lifeskills and English (HABLE) program is to increase the educational levels of Hispanic adults thereby affording them access to various vocational training programs. This program will be coordinated with United South End Settlements.

#### International Institute of Boston

287 Commonwealth Avenue, Boston, MA 02115

536-1081

Start Date: 10/3/83

The International Institute of Boston will offer a Special Project for English Language Literacy (SPELL) to provide competency-based ESL and occupational literacy to French speaking Haitian immigrants residing in the North Dorchester/Franklin Field area of Boston.



Jackson/Mann Community School

500 Cambridge Street, Allston, MA 02134

783-2770

Start Date: 11/1/83

The Jackson/Mann Community School will operate Project ACCESS (A Community Competency-based Education Service for Adult Students). This program consists of two components: Basic Life Skills to increase literacy through a life-focus competency-based curriculum, and an External Diploma Program providing opportunities for certification. Tutoring will be available along with a learning lab, on-site daycare, and counseling service. The Jackson/Mann program will target services to residents of the Faneuil and Fidelis Housing Developments.

Jamaica Plain Community Schools

20 Child Street, Jamaica Plain, MA 02130

Start Date: 10/11/83

The Jamaica Plain Community Schools will provide competency-based adult educational services to adults from the Jamaica Plain, Roslindale, and Roxbury neighborhoods. The program targets low-income, non-English speaking or educationally disadvantaged adults living in the Archdale, South Street and Bromley Heath Housing projects, the Brookside neighborhood of Jamaica Plain, and Northern Roslindale. The program will provide an individualized plan of self-paced instruction in a learning center at Jamaica Plain High Community School in which an adult may receive up to 32 hours per week of instruction and remediation.

Jewish Vocational Service

31 New Chardon Street, Boston, MA 02146

723-2846

Start Date: 8/1/83

The Jewish Vocational Service provides literacy, ESL and basic math instruction for Indochinese refugees residing primarily in the Brighton/Allston area of Boston. The objective of this instruction is to assist clients to reach a skill level which will enable them to pursue further training and education, and therefore achieve their full occupational potential.

Kent/Charlestown Community Schools

254 Medford Street, Charlestown, MA 02129

242-5303

Start Date: 11/16/83

The Kent/Charlestown Community School will offer an External Diploma Program in conjunction with basic skills preparation targeting AFDC mothers residing in public housing. The program will involve classes in communications, interpersonal relationships, occupational and cognitive skills in an environment which promotes peer teaching and independent learning. Participants will have access to daycare and counseling services.



Mattahunt Community School

100 Hebron Street, Mattapan, MA 02126  
298-1561

Start Date: 10/4/83

The Mattahunt Community School will operate a competency-based program of instruction and assessment for adult residents of Mattapan, South Dorchester, Hyde Park and Roslindale. This agency currently operates a GED preparation program and will expand to offer instruction leading to External Diploma certification. Clients will receive preparation in academic subjects along with career development workshops, occupational assessments, and counseling.

Mujeres Latinas de Dorchester en Accion

500 Talbot Avenue Dorchester, MA 02124  
265-5670

Start Date: 8/1/83

Mujeres Latinas de Dorchester en Accion is an English as a Second Language program designed for low-income minority women of Dorchester many of whom live isolated by language and cultural barriers from society at large. The Mujeres' classes provide language instruction designed to promote critical thinking and a positive self-image leading to self-reliance. All instruction is competency-based and emphasizes vocational preparedness. Weekly workshops will be led by guest speakers on topics ranging from health issues to home weatherization designed to reinforce the academic aspects of the program. Counseling and free childcare will be offered to aid in the retention of clients.

Quincy School Community Council

885 Washington Street, Boston, MA 02111  
426-0628

Start Date: 7/11/83

The QSCC Adult ESL Program provides: (1) ESL instruction at the beginning levels to Asian immigrants through bilingual classes (Cantonese-English) and a competency-oriented curriculum; (2) a transitional component serving Asian intermediate level ESL students which focuses on developing occupational literacy competencies which will facilitate the difficult transition from a bilingual/bicultural environment to the English-only environments of educational and vocational training programs and most places of employment; (3) a tutoring component enabling both supplementary and primary individualized instruction through a subcontract with the 'One With One' Program; (4) a learning lab component which will incorporate intensive career exploration, a language lab, and drop-in instructional and supportive services; and (5) a full range of bilingual advocacy, counseling, referral and translation services; and (6) on-site childcare during class hours.



United South End Settlements

566 Columbus Avenue, Boston, MA 02118

536-8610

Start Date: 11/28/83

United South End Settlements (USES) will offer a competency-based basic skills and External Diploma program open to residents of the South End/Lower Roxbury area of Boston. The USES Adult Skills Project will specifically target residents of the Boston Housing Authority's Cathedral Housing Development and will work in collaboration with the program operated by El Centro del Cardenal. Special attention will be given to development of the skills necessary to obtain and retain employment.

WAITT House (We Are All In This Together)

2 Fairland Street, Roxbury, MA 02119

445-5510

Start Date: 9/7/83

WAITT House (We're All In This Together) offers a competency-based program with three components: external diploma; job preparation and basic skills instruction. WAITT House currently serves a multi-ethnic population through activities such as community outreach, daycare, and adult education programming. The program provides linkages with other agencies, a diverse staff, and provision of strong client supports including daycare, advocacy and counseling, all critical factors in reducing or eliminating the barriers which cause high attrition in many other adult education programs.

WEAVE/Women, Inc.

570 Warren Street, Dorchester, MA 02121

427-0680

Start Date: 9/12/83

WEAVE provides competency-based instructional and assessment services to low-income, educationally disadvantaged adult female residents of Roxbury and Dorchester. These services are offered through an open entry/open exit skills development program in which students contract to develop particular competencies in basic skills, job readiness skills, and life management and problem solving skills. Competence in these areas for some students will result in entry into an instruction and assessment program for the competency-based External Diploma awarded in conjunction with the Boston Public Schools.





## YOUTH PROGRAMS



## YOUTH PROGRAMS

Action for Boston Community Development  
178 Tremont Street, Boston, MA 02111  
357-6000

### NEW BEGINNINGS

Cycle Dates: 10/1/83-6/30/84

ABCD's "New Beginnings" will provide a competency-based education along with work experience for educationally disadvantaged youth. ABCD will develop an education and employment plan to meet individual objectives. ABCD will provide basic skills instruction, an External Diploma or GED preparation program, and job placement services.

### SUMMERWORKS

Cycle Dates: 7/14/84-8/15/84

NDEA/ABCD's Summerworks program places 14-21 year old low-income youth in jobs in non-profit agencies. Summer work sites include offices, museums, hospitals, daycare centers and recreation facilities. Youth workers will receive a minimum wage and work up to 25 hours a week for a period of 7 weeks. Along with carefully supervised work experiences, youths attend career development workshops and learn the basic skills of finding and keeping a job. Follow-up services are provided to high school seniors in transition to permanent employment.

Boston Chinese Youth Essential Services  
199 Harrison Avenue, Boston, MA 02118  
482-4243

### ASIAN YOUTHWORKS

Cycle Dates: 10/1/83-6/30/84

Boston Chinese YES will operate Asian Youthworks, a program for out-of-school Asian and Indo-Chinese youth. The program is designed to help youth obtain educational certification, personal and employment skills, and thus overcome serious barriers to employment.

The program includes a blend of education, unsubsidized work experience and/or skills training and support services. Students will receive 12 hours per week of pre-GED and ESL. Half of the students will be placed in unsubsidized jobs while the others will choose between a typing/word processing or retail training.

Boston Community Schools  
182 Tremont Street, Boston, MA 02111  
725-4920

### CITY ROOTS

Cycle Dates: 10/1/83-6/30/84

The Boston Community Schools program will operate City Roots, a program for out-of-school youth in need of basic skills instruction, job readiness, private sector work experience and career and individual counseling. This program will operate in Dorchester, South Boston, and the South End.



Boston Private Industry Council  
110 Tremont Street, Boston, MA 02108  
423-3755

JOB COLLABORATIVE

Cycle Dates: 10/1/83-6/30/84

The Job Collaborative is a school-based career development and job placement program managed by the PIC on behalf of a number of collaborating organizations. The program provides supervised work experience and classroom support. Students work part-time during the school year and full-time during the summer and following graduation. The program currently operates in seven high schools: Dorchester; Hyde Park; Brighton; Jamaica Plain; Mario Umana; Madison Park, and Jeremiah Burke. The Collaborative is an integral component of the Boston Compact's efforts to improve secondary education.

THE BOSTON SUMMER JOBS PROGRAM

Cycle Dates: 7/7/84-8/15/84

The Boston Summer Jobs Program places high school students in eight week, full-time summer jobs in private companies or, through sponsored jobs in local non-profit organizations. Participants are sophomores, juniors, and seniors selected from Boston's 18 public high schools based on records of good attendance and school performance. Jobs range from office clerk, product assembler, and typist to landscaper and laboratory aide.

In addition to pre-placement workshops on interviewing and job retention skills, the Summer Jobs Program offers on-site counseling and a transition program linking students' summer experiences with their academic studies during the school year.

The Boston Summer Jobs Program is managed by the Boston Private Industry Council on behalf of the Tri-Lateral Council for Quality Education, the Greater Boston Chamber of Commerce, the Neighborhood Development and Employment Agency, the Boston Committee and the Boston Public Schools.

Boys and Girls Clubs of Boston  
15 Green Street, Boston, MA 02129  
242-1775

JOB SEARCH PROJECT

Cycle Dates: 10/1/83-6/30/84

The Boys and Girls Clubs of Boston will operate the Job Search Project in partnership with the Boston Community Schools Program. This program providing job placement services works in conjunction with projects which serve out-of-school youth in ABE, ESL and/or GED within three community schools.



The Bridge, Inc.  
143 Tremont Street, Boston, MA 02111  
424-9575

ALTERNATIVE EDUCATION

Cycle Dates: 10/1/83-6/30/84

The Bridge program serves 16-21 year old street youth and runaways who are high school drop-outs with little or no employment history. The population includes especially hard to serve youth, such as drug and alcohol abusers, delinquents, and formerly institutionalized youth. The program provides academic skills training guidance services and pre-employment/job-readiness skills. The educational services are offered on an open entrance/open exit model with an individual self-paced, flexible approach to accommodate the needs of clients with varying educational levels. Following participation in the pre-employment workshop, the youth will receive individual job search assistance until placed in an unsubsidized job position.

El Centro del Cardenal  
1375 Washington Street, Boston, MA 02118  
542-9292

PROYECTO PA'LANTE

Cycle Date: 10/1/83-6/30/84

El Centro del Cardenal will operate Proyecto Pa'lante, a program of education, counseling and employment assistance to Hispanic out-of-school youth. The program will consist of classroom training in remedial reading in English and Spanish, as well as math, ESL and world of works skills. Student counseling will be provided on an individual basis via home visits or work-site visits.

Ecumenical Social Action Committee of Jamaica Plain  
406 S. Huntington Avenue, Boston, MA 02130  
524-2555

REACH

Cycle Dates: 10/1/83-6/30/84

REACH provides a competency-based approach to learning within a GED curriculum. The educational program is based on individual instruction which aims to meet the academic needs and goals of each student. Job readiness training, job placement and follow-up support services are also provided. The program targets its services to youth of Jamaica Plain, Mission Hill and Roslindale.

Education Collaborative for Greater Boston, Inc.  
338 Newbury Street, Boston, MA 02115  
262-9562

YOUTH ALTERNATIVE

Cycle Dates: 10/1/83-6/30/84

EdCo will operate the Youth Alternative, an alternative program which provides basic education in all high school subjects and employment training and placement services. Training includes accounting, word processing and typing as well as part-time paid work experiences. The Youth Alternative re-enrolls drop-out youth and assists them in obtaining a Boston Public School diploma in an external setting.







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